



# JOB OPPORTUNITY

## Associate Business Management Analyst/\$4255-\$5172 Administration Division/Business Services Unit

The Department of Technology Services has an opening for a permanent, full-time Associate Business Management Analyst (ABMA) to function as the departmental Asset Manager within the Administration Division, in the Business Services Unit/Administrative Services Branch. This position is located in Rancho Cordova.

### Essential Functions:

- Administer the DTS hardware asset inventory, including office type machines, and the DTS Master Rental Agreement (MRA) equipment inventory.
  - Develop and implement a project plan to conduct the Baseline Statewide Inventory of the consolidated DTS hardware asset inventory within two years.
  - Develop the project plan to create a consolidated DTS Asset Management Policy and Procedure Manual.
- Tag all incoming DTS equipment with asset management tracking numbers. Update a comprehensive hardware inventory database, in Remedy, and interface with mainframe and Paradox databases.
- Process Transfer of Location of Equipment forms (STD 158) and Property Survey Report forms (STD.152). Coordinate the delivery of equipment with warehouse and technical staff to ensure accountability for the equipment.
- Dispose of surplus equipment, including but not limited to: computers, monitors and associated technical equipment; furniture and miscellaneous equipment.
- Administer the in-house inventory of hardware assets, such as network equipment, fax machines, and copiers.
- Function as Contract Manager for the maintenance contracts on departmental office type machines, such as copiers and fax machines.

### Work Environment Requirements:

- Work environment requires that incumbent be free from sensitivity to normal warehouse conditions including heat, cold, dust, and/or debris and walking and standing on concrete floors.
- Ability to move dollies and carts containing full boxes. Ability to Lift and carry up to 50 pounds on a regular basis. Ability to reach, stretch, grasp, bend, stoop, squat, turn, climb, kneel, push/pull, sit, concentrate.

### Desirable Qualifications:

- Possess a valid California Class C driver's license and maintain an acceptable driving record.
- Knowledge of inventory methods and processes, including problem identification and resolution
- Ability to analyze situations and problems accurately and take appropriate actions to affect timely resolutions.

Applications will be accepted only from individuals currently at the **ABMA** level, or applicants who have transfer or promotional eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions.

**Final File Date: UNTIL FILLED**

Interested applicants must submit a State application to:

**DEPARTMENT OF TECHNOLOGY SERVICES**

**P. O. Box 1810**

**Rancho Cordova CA 95741-1810**

**Attn: Lillian Ortega-Pineda F-4/RPA 06-164**

**916-464-4501**

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It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

**Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922**

**THE DEPARTMENT OF TECHNOLOGY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."**

